

United States Department of Agriculture



Natural Resources Conservation Service
655Parfet Street
Lakewood, CO 80521

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-250-06-06

Date: August 14, 2006

SUBJECT: FNM – Fiscal Year 2006 Year-End Procedures

TO: All Colorado Natural Resources Conservation Service Employees

PURPOSE: The following instructions are provided to facilitate an orderly
2006 Fiscal Year-end Closing.

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: September 15, 2006
Code:

File 250-8

Please read the following carefully.

**TRAVEL VOUCHERS - SEE INSTRUCTIONS BELOW
CONTRACTS ENTERED IN PROTRACTS – AUGUST 30, 2006
YEAR END ESTIMATES OF OBLIGATIONS TO STATE OFFICE - SEPTEMBER 15, 2006
LONG TERM CONTRACTS AND AGREEMENTS (NON-PROTRACTS) TO STATE OFFICE -
SEPTEMBER 15, 2006**

*****YEAR-END ESTIMATES OF OBLIGATIONS*****

Field office employees should route estimates through the Area offices. State office employees should consolidate their requests by section. The following is the e-mail address to which documentation should be submitted by close of business (COB), September 15, 2006: jami.shepherd@co.usda.gov

THE ATTACHED SPREADSHEET MUST BE USED FOR REPORTING ESTIMATES. DO NOT MAKE ANY CHANGES TO THE FIELDS ON THIS SPREADSHEET.

Travel estimates should include the traveler's name, the purchaser field can be left blank, description (purpose of travel), fund code, budget object class (2100 for travel), dates of travel and the total amount.

Purchase Estimates should include vendor name, purchaser, brief description of purchase, fund code, budget object class, date of purchase, and total amount.

For those rare occasions when an emergency purchase is made that was not included on the spreadsheet, please send a brief e-mail to Jami Shepherd with the same information indicated above. Please do not send an additional spreadsheet.

***** TRAVEL VOUCHERS *****

Submit approved travel vouchers following normal procedures to Area office or State office timekeeper. Travel vouchers not released by COB September 15, 2006, should be included on

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the year-end estimates. Travel vouchers may be input into the on-line travel system and released until COB September 21, 2006. Travel vouchers not released by this date must be held until October 2, 2006. Authorizations and vouchers for FY2007 can be entered starting October 2, 2006.

YEAR-END TRAVEL REMINDER: Fiscal year 2006 funds may not be used for travel that begins on or after October 1, 2006. When travel spans two fiscal years, you must charge the round-trip cost of transportation to the funds of the fiscal year in which the travel begins and prorate other travel expenses according to the fiscal year in which they occur. If travel spans the two fiscal years, two separate vouchers will have to be input.

*****BANK OF AMERICA PURCHASES*****

Field offices should estimate their September needs and make purchases prior to September 1, 2006. After September 1, 2006, Field offices **may not** use their purchase cards until October 2, 2006. If a Field office has an urgent need they should contact the Area Administrative Coordinator. All Field office charges must be reconciled by September 12, 2006. Area and State offices must include any purchases not reconciled by September 12, 2006 on their year-end estimates. This should include an estimate of critical needs through September 30, 2006. **Submit the list using the attached spreadsheet to the State office by September 15, 2006.**

*****MISCELLANEOUS INVOICES*****

All other invoices for payment must be received in the State office by COB on September 15, 2006.

Note: Payments to the U.S. Postal Service for post office boxes need not be made immediately. The U.S. Postal Service's Domestic Mail Manual, Section 951.272(b), further states that U.S. Government agencies are allowed to make payments anytime during the first quarter.

*****LONG-TERM CONTRACTS and AGREEMENTS*****

All long-term contracts and agreements not obligated through Protracts must be received by Financial Management by September 15, 2006 for obligation. Per previous guidance from Programs, all new Protracts obligations and modifications must be entered in Protracts by August 30, 2006 unless specifically approved by the Assistant State Conservationist for Programs.

*****PAYMENTS*****

NFC will not be processing payments from September 27, 2006 through October 1, 2006.

All non-protracts payments on long term contracts and agreements must be received by September 15, 2006 to ensure processing this fiscal year. Non-protracts payments sent to Financial Management after September 15, 2006 will be processed prior to September 27, 2006 as time allows.

Colorado Bulletin CO-440-6-01 (April 2006) requires that all payments on Colorado River Salinity Control Program (CRSCP), Great Plains (GP), Interim EQIP-CRSCP, and Interim EQIP-GP be submitted by September 15, 2006 in order to be processed through the National Finance Center or Farm Service Agency by September 30, 2006. Proper procedures should be followed in submitting those through the area office in time to reach the State office by September 15, 2006. There is no authority to make payments on these contracts after September 30, 2006.

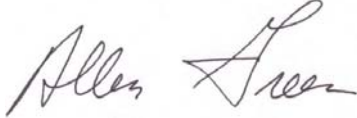
Protracts payments will continue to interface into FFIS through September 30, 2006 but the National Finance Center will not be processing payments from September 27, 2006 through October 1, 2006.

Protract payments should continue to be entered into Protracts through September 29, 2006. Any protracts payments not approved by Financial Management by September 27, 2006 will remain in FFIS and will be approved starting October 2, 2006.

***** TIME AND ATTENDANCE *****

No special instructions at this time.

It is important that all due dates be met and all estimates be as accurate as possible. If you have any questions, please contact Lynn Hahn at (720) 544-2830.

A handwritten signature in cursive script, appearing to read "Allen Green".

ALLEN GREEN
State Conservationist

Attachment

DIST: E